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Comptroller

Acting Deputy Director (Administration)

General Services Function

REF. : Notice

1. In order to carry out the provisions of the above referenced Notice, the following table of organization changes are approved:

a. From General Services Office, Records Services Division, Machine Records Branch, all positions are transferred to the Office of the Comptroller, Machine Records Division.

b. From General Services Office, Records Services Division, Office of the Chief, positions No. 427, Records Management Officer, GS-0306-15, and No. 401, Secretary-steno, GS-0318-5 are transferred to the Management Improvement Staff, Records Management Branch. See Annex A.

2. All incumbents of above positions and funds, equipment, records, and facilities are transferred to the Office of the Comptroller.

3. The ceiling for the Office of the Comptroller is increased by  from .

L. K. WHITE  
Acting Deputy Director  
(Administration)

Enclosure  
Annex A

cc: Office of Personnel  
Logistics Office

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Table of Organization  
Office of the Comptroller  
Management Improvement Staff

Add the following:

Records Management Branch

Office of the Chief:

Chief (Records Management Officer)	CS-0306-15	No. 427
Secretary-Steno	CS-0318-5	No. 401

Records Management Section:

All positions are transferred from the Office of the Chief of the Records Management and Distribution Branch, CSO, and from the Records Management  CSO.  positions)

Records Center Section:

All positions are transferred from the Records Center CSO.  positions)

Total  positions transferred

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